



Investment Operations Analyst

Tennessee Department of Treasury

To apply, submit your resume to: Treasury.Resumes@tn.gov

Location: Nashville Tennessee

The Tennessee Department of Treasury impacts the lives of Tennesseans every day. Treasury is responsible for many of the financial operations of state government, including managing more than \$100 billion in assets through its various investment programs. We administer the State's Retirement Program, RetireReadyTN, which combines the state pension plan, Tennessee Consolidated Retirement System, and the State's Deferred Compensation plan. Treasury serves all Tennesseans by helping to educate and empower individuals to make informed financial choices, and by providing public-serving programs in the areas of college savings, financial literacy, unclaimed property, criminal injuries compensation, and more.

The Investments Division of the Tennessee Department of Treasury serves all of the people of Tennessee by stewarding financial resources for many programs that help the Tennessee community – from a teacher's retirement to a child's college fund, and beyond. We invite you to consider joining our diverse team of intellectually curious professionals, who embrace the unique value each of us brings to the group as we work together toward our shared goals. Joining our team offers competitive compensation, excellent health and wellness benefits, a top-ranked retirement plan, work-life balance and flexibility, a supportive place to grow in your profession, and a great city in which to live.

Job Overview:

The Tennessee Department of Treasury is seeking an Investment Operations Analyst who will assist with managing a wide variety of investment functions which include the State Pooled Investment Fund (SPIF) and the Local Government Investment Pool (LGIP). The position is located in Nashville, TN.

Distinguishing Features:

The Cash Management, Trading, and Operations department is comprised of seven investment professionals. The analyst will be expected to provide assistance to other members of the investment Operations team in addition to the broader investments staff (Equities, Fixed Income, Real Estate, Private Equity and Strategic Lending).

Key Responsibilities:

- Performs data analysis to support the monthly and quarterly investment performance review process
- Develops and prepares performance calculation spreadsheets to verify the underlying calculations within any internal accounting or support systems, as well as that produced by the Custodian Bank.

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- Monitoring and analyzing investment exception reports related to pre- and post-trade parameters
- Reconciliation of various derivative accounts
- Assists with cash management functions including ACH payments, wire transfers, and short-term investment activity.
- Assists with monitoring daily trade settlement and confirmation activity
- Providing assistance during the annual risk assessment process
- Assisting with the process of documenting operating policies and procedures
- Managing assigned ad-hoc projects related to investment activities and operational objectives

Minimum Qualifications:

- Graduation from a four-year college or university with a major in business administration, accounting, finance, economics with 2 - 4 years of similar or related experience.
- Preferred master's degree may substitute for one (1) year of the required experience.
- Certified Treasury Professional (CTP), Certified Public Accountant (CPA), preferred but not required.

Recommended Competencies:

- High standards of professional ethics
- Excellent Communication Skills (oral, written, and facilitation)
- High Analytical Thinking and Problem-Solving skills
- Project Development and Presentation Skills
- Detail Oriented and Inquisitive
- Solid Organizational skills including Priority Setting, Attention to Detail and Multitasking skills with the ability to successfully complete high-quality assignments and projects on time
- Understanding of multiple asset classes (Fixed Income, Equities, Real Estate, Private Equity, Strategic Credit)
- Prior experience using Bloomberg terminal a plus
- Proficiency in the Microsoft Office suite with advanced Excel skills

Compensation is designed to attract the best-qualified applicants and includes a competitive salary commensurate with experience and qualifications. Health insurance, 401(k) and 457 deferred compensation plans, paid vacation, sick leave and other benefits are also provided. Employees hired will participate in a hybrid retirement plan consisting of a participatory defined benefit plan combined with a defined contribution plan which has a matched component. Employees are covered by FICA; however, Tennessee does not have an income tax on wages.



Finalists for this position will be expected to agree to, and provide information for, a comprehensive background check.

We are committed to co-creating a respectful workplace through diversity and collaboration. Our differences make us stronger together, and we believe supporting heterogeneous perspectives is essential to making the best decisions. We therefore encourage and would be grateful to receive interest from candidates from a variety of backgrounds.

The State of Tennessee is an Equal Opportunity Employer.

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